



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

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August 18, 2026

Job #2026-42

INTERNAL POSTING

PLEASE POST
ANTICIPATED OPENING

POSITION: Deputy Police Chief (Non-Civil Service position)
Haverhill Police Department

HOURS OF WORK: 40 hours per week (Full-time)

SALARY: \$214,200 per year
(According to the Administrative/Professional positions salary scale)

SUMMARY:

Subject to the direction and control of the Police Chief, the Deputy Police Chief is responsible for the supervision and control of all officers and is personally responsible for their efficiency and effectiveness as members of the Department.

He/she shall perform various functions relating to the administration and operation of the department as directed by the Police Chief.

In the absence of the Police Chief, the Deputy Chief shall assume the powers, duties and responsibilities of the Police Chief subject to any limitations set by the Police Chief.

GENERAL DUTIES AND RESPONSIBILITIES:

It is the duty and responsibility of the Deputy Chief to:

Assist with the administration, management, and daily operations of the Police Department.

Direct or oversee sensitive administrative investigations, including Internal Affairs matters.

Assist with budget development, capital planning, grants, procurement and department-wide asset management.

Support labor relations, policy development, accreditation efforts, and compliance with POST standards and applicable laws.

Familiarize himself/herself with the authority delegated to him/her by the Police Chief. Must be familiar with the responsibilities of those under his/her command.

Supervise those under his/her command. Ensure that all members know in detail and are prepared to execute all assignments, regulations, policies and procedures of the Department.

Take measures to determine that all officers are properly carrying out their presently assigned duties and conforming to departmental regulations.



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Exchange information with Officers in Charge regarding the performance of those under his/her command. Where performance is below standard, ensure that the measures taken to correct the situation are designed to preserve both the integrity of the department and the welfare of the officer involved, to the greatest degree possible.

Handle serious infractions of departmental standards. When a member of the department has consistently refused to improve his/her conduct, despite efforts by himself/herself and his/her supervisor, it requires that a written report be submitted to the Chief. This will include full details of the incident or series of incidents in the report. Convey the report to the Police Chief with written comments on the situation and a recommendation for action to be taken.

Coordinate the training of all members of the department. Be sure that all officers are properly instructed in accordance with the guidelines of the Massachusetts Criminal Justice Training Council and in conformance with Massachusetts General Laws.

Be responsible for maintaining departmental buildings or quarters in good order; be responsible for the necessary acquisition and adequate maintenance of all departmental property and equipment.

Take measures to ensure that those under his command properly complete all required records and reports.

Periodically inspect the incident reporting system to ensure compliance with departmental procedures.

Faithfully carry out all orders from the Chief and communicate to the members of the department the nature of any orders which affect them.

Keep the Police Chief informed of all significant events or developments in law enforcement, which affect the department. If changes or revisions in any present practices of the department seem advisable, submit oral or written reports detailing recommendations.

Inform the Police Chief of any other significant events or developments affecting the department.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS/PREFERRED QUALIFICATIONS:

Education, Training and Experience:

Candidates must possess a Bachelor's degree in criminal justice, law enforcement, public administration, or related field, with a Master's degree strongly preferred; at least ten (10) years of progressively responsible law enforcement experience, including operational and supervisory experience; a minimum rank of Police Lieutenant; and at least five (5) years of supervisory experience within a law enforcement agency, or an equivalent combination of education, training and experience.

Candidate must also be a graduate of a Massachusetts Police Training Committee (MPTC) approved academy or possess and approved waiver, maintain compliance with MPTC training requirements, and hold a valid driver's license,



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Massachusetts License to Carry (LTC), Class A and current First Responder/CPR certification. Successful candidate must maintain all required licenses and certifications and pass all required background, physical, psychological and drug screening examinations as a condition of employment.

Successful completion of at least one recognized executive leadership program, such as: FBI National Academy, Southern Police Institute, Northwestern University School of Police Staff and Command, Senior Management Institute for Police, or an equivalent nationally recognized executive leadership school. Demonstrated success in community-oriented policing initiatives.

Experience with collective bargaining environments and civil service systems. Experience with CALEA Accreditation preferably as an Accreditation Manager.

Knowledge: Thorough knowledge of the principles and practices of modern police administration, and of approved police methods and procedures. Thorough knowledge of state and federal laws and regulations affecting police work. Knowledge of the principles and practices of law enforcement, investigation, patrol, community services and related police services. Knowledge of criminal law and modern techniques of criminal investigations. Knowledge of traffic laws and traffic control. Knowledge of Mass. General Laws (Chapter 150E-collective bargaining, 111F, FLSA, Civil Service, etc.), city ordinances, federal, constitutional, and statutory laws.

Ability: Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to plan, organize, administer, coordinate, and evaluate comprehensive police services programs. Ability to establish and maintain effective working relationships with town officials, subordinates, the general public and other law enforcement officials. Ability to foster trust and collaboration within the Department. Ability to analyze and interpret laws, ordinances, rules, regulations, standards, and procedures, and apply them to specific situations and cases. High level of integrity, professionalism, and sound judgment.

Ability to formulate police rules, regulations, policies, and procedures. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner, at all times. Able to communicate effectively and efficiently, verbally, and in writing, at all times. Ability to identify, apply for and administer all police department and emergency management grants available to the city and police departments on a state and federal level.

Skill: Demonstrated skills in working cooperatively with other agencies, town employees, and individuals in promoting the best delivery of services to the community. Excellent managerial, organizational, decision-making abilities. Proficient skill in operating office, computer applications and police equipment. Effective business management skills such as budget management.

Physical: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain. Work generally involves light physical effort, with moderate to strenuous physical effort occasionally demanded. During emergencies, performance of work may involve standing, running, and driving for long periods of time. May be required to be awake for extended periods of time in emergency situations. Physical agility is required to access all types of areas. Must be able to operate firearms and other police equipment. May be required to push,



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climb, stoop, kneel, crawl and reach. May be required to physically restrain person(s) during arrests using standard police procedures. Excellent eyesight, including depth perception, color, and peripheral vision is required to perform the job. Ability to operate a keyboard. While performing the duties of the job, the employee may work in various weather conditions and will be exposed to wet, humid, and other climatic environments. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE: TUESDAY, SEPTEMBER 1, 2026

APPLICATION IS AVAILABLE ONLINE AT:

WWW.HAVERHILLMA.GOV/GOVERNMENT/JOB-OPPORTUNITIES/

APPLICATION CAN BE SAVED AND SENT AS ATTACHMENT WHEN APPLYING ONLINE. COVER LETTER, APPLICATION AND RESUME SHOULD BE SENT TO: CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV